

CLARKE MEMORIAL COLLEGE

FACULTY HANDBOOK

1969-70

AR 881

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PREFACE

This handbook is designed to set forth as accurately as possible the mutual responsibilities of the College, the administrative staff and faculty members. It is assumed that every member of the College family is a responsible individual and wants to do a creditable job. The handbook should be helpful toward this end. It lets the individual know what he may expect from the College and his fellow-workers as well as what is expected of him.

The guide is not perfect, but it has been prepared with an earnest desire to be fair to all concerned. The handbook will be subject to review and change from year to year and suggestions for improvement, clarification, or needed change of any kind will be always welcomed.

As members of a team we have a great job to do. In the spirit of Christian courtesy and consideration we shall continue to work together for youth and for the advancement of the Cause of Christ.

ADMINISTRATION

Clarke Memorial College was established in 1908 by the General Association of Baptists of East Mississippi, and, at the request of the Association, was taken over by the Mississippi Baptist Convention in 1913. The Convention operates the College through a board of trustees composed of fifteen members elected by the Convention.

BOARD OF TRUSTEES

The Board of Trustees is responsible for setting the general policies of the institution, but to the Administration are committed the responsibility and authority for directing its operation within the broad framework of these policies. The Board elects the President and charges him with the administrative responsibility, conveying corresponding authority. Upon his recommendation the Board elects the other administrative officers, staff, and faculty.

PRESIDENT

It is the responsibility of the President to:

1. Direct the operation of the school under the policies set forth by the Board of Trustees.
2. Report regularly to the Board of Trustees and make recommendations to it.
3. Prepare the annual budget, with the assistance of the Business Manager, and present this budget to the Board of Trustees.

4. Recommend to the Board of Trustees appointments, salaries, and changes in personnel.
5. Work with the Education Commission of the Mississippi Baptist Convention and with the Convention, reporting and making recommendations.
6. Represent the College to the Baptists of Mississippi.
7. Encourage continuous improvement of the instructional program and the quality of instruction.
8. Supervise the recruitment of students.
9. Supervise the planning, designing, and construction of all buildings and facilities.
10. Inform personnel of long-range plans and directions of the school.

DEAN-REGISTRAR

The Dean-Registrar:

1. Is responsible for the instructional program of the school:
 - a. Recommends additional courses, deletion of courses, and other changes in keeping with the purposes of the institution and needs of the students.
 - b. Studies the offerings of senior colleges in order to help the students in transferring.
 - c. Approves textbook adoptions.
 - d. Approves the purchase of instructional aids on advice of the faculty.
2. Assists the President in the selection of teaching personnel.

3. Presides over faculty meetings.
4. In cooperation with the President, appoints faculty committees.
5. Prepares schedule of classes.
6. Plans and directs registration:
 - a. Organizes the faculty to assist in counseling individual students.
 - b. Counsels with students regarding schedule changes.
 - c. Prepares student roster.
7. Maintains records on students, including academic and standardized test results, conduct, attendance, etc., and issues transcripts.
8. Serves as chairman of the admissions committee, keeping and evaluating admission data.
9. Prepares and distributes progress reports.
10. Prepares data for probationary program.
11. Compiles statistical records and special reports.
12. Maintains the official college calendar of activities.
13. Assists in the discipline of students.
14. Evaluates credits and approves applicants for graduation.
15. Coordinates graduation activities.
16. Represents the College in meetings of educational associations.
17. Serves as ex-officio member of all faculty committees.
18. Serves as director of summer school session.

BUSINESS MANAGER

The Business Manager has an adequate and complete accounting of all funds received from students, the Baptist Convention, gifts, and endowment.

In carrying out these responsibilities he:

1. Works with the President in preparation of the annual budget.
2. Serves as custodian of funds and as disbursing agent.
3. Keeps financial records and prepares financial reports.
4. Acts as purchasing agent.
5. Supervises faculty and staff payrolls.
6. Is in charge of student work-scholarship program.
7. Directs the management of the physical plant.
8. Supervises auxiliary enterprises.

DIRECTOR OF PUBLIC RELATIONS

It is the responsibility of the Director of Public Relations to:

1. Plan and promote publicity.
2. Direct the recruitment of students.
3. Promote an effective alumni program.
4. Work with the development council in promoting the interests of the College.

DEAN OF MEN AND DEAN OF WOMEN

The responsibility of the Dean of Men and the Dean of Women is the supervision of their respective dormitories. Their activities include:

1. Making room assignments.
2. Keeping pertinent records of students.
3. Supervising maintenance of dormitories.
4. Enforcing rules and regulations governing students.

5. Serving as counselors on personal problems of dormitory students.
6. Serving as advisors for dormitory councils.

DIRECTOR OF STUDENT PERSONNEL SERVICES

It is the responsibility of the Director of Student Personnel Services to:

1. Coordinate the student personnel services:
 - a. Testing and research,
 - b. Guidance and counseling, and
 - c. Student activities.
2. Serve as guidance counselor.
3. Serve as chairman of the Student Personnel Committee.

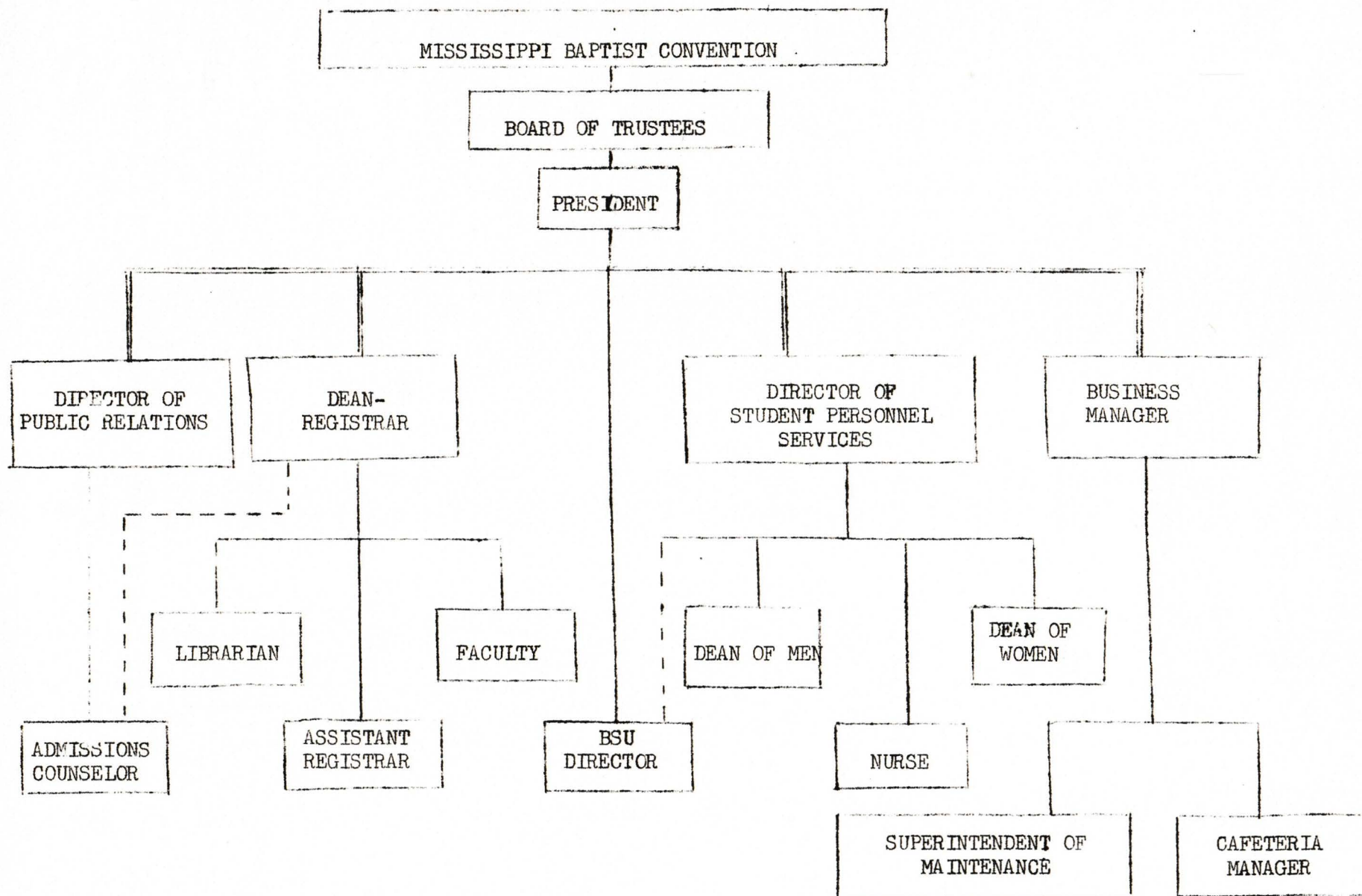
ADMISSIONS COUNSELOR

It is the responsibility of the Admissions Counselor to:

1. Direct personal recruitment of students:
 - a. High schools,
 - b. Homes,
 - c. Churches, and
 - d. Personal conferences.
2. Assist the Dean of Admissions in the recruitment of students.
3. Plan and coordinate Guest Day activities.
4. Act as advisor for Youth Team activities.

FACULTY JURISDICTION IN ACADEMIC AFFAIRS

The Faculty shall participate in the development and determination of all academic policies of the College. This is to be done under the guidance of the Academic Dean and with the aid of such standing special committees as the Faculty may consider necessary.



ORGANIZATIONAL CHART FOR ADMINISTRATIVE RESPONSIBILITY

CLARKE MEMORIAL COLLEGE

GENERAL INFORMATION

FACULTY

The success or failure of any educational institution is determined by what takes place in the classroom. It is the aim of Clarke College to provide the best in instruction. We are seeking for quality teachers and students. Teachers can vitalize and make instruction effective by exhibiting enthusiasm, careful planning, use of audio visual aids, frequent testing, student participation, and varied methods and techniques. A good teacher will take a personal interest in each student, will endeavor to assist him to higher planes of truth and achievement, and will constantly seek ways and means to do a better job. The teacher needs to keep up with the current reading and attend workshops and seminars in the field of his own discipline. Any teacher who fails to grow year by year tends to become stale in ideas and accomplishments. Clarke College cannot be any greater than her teachers.

It is the duty and responsibility of each teacher to:

1. Teach organized courses in accordance with the description published in the catalog and in accordance with the schedule of classes.
2. Hold office hours for student consultation.
3. Counsel students concerning any problems which they may present; teachers are in a position to render the most effective counseling and should never lose an opportunity.
4. Assist in the program of registration and orientation of students.
5. Maintain accurate attendance records of all students enrolled in

each class, and submit reports to the Academic Dean at the end of each grading period.

6. Emphasize to all classes the importance of prompt, regular, and continuous class attendance. Explain our system of absences and tardies (including chapel).

7. At the end of each grading period:

a. Turn in all grades within four (4) days after the last test is given.

b. Turn in exam grades and semester averages within two (2) days after the exam.

c. Second semester, turn in grades of graduating sophomores next day after the exam.

d. Turn in the grades for graduating sophomores who are exempt. This is to be done for each class immediately after its last meeting attended by these sophomores.

e. At the end of each six weeks period hold a personal conference with each student who made "D" or below.

8. Attend ALL scheduled and called faculty meetings.

9. Report for duty after summer vacation in time for orientation.

Remain on duty after any school term until all records are complete and submitted to the proper office.

10. Submit to the Academic Dean an outline of each course taught, with a statement of objective.

11. Submit to the Academic Dean at the end of each semester a copy of the final examination.

12. Notify the Academic Dean if it should be necessary to be absent from class.

13. Submit to the Academic Dean, at least two days prior to the date of departure, a list of the students who will be absent from class (or classes) on a school-sponsored trip. This will make it possible to give advance notice to the teachers of those classes.

14. Attend chapel.

15. Attend Baccalaureate and Commencement Exercises.

MEETING OF CLASSES--All classes are to be met regularly, promptly, and for full class periods. In like manner classes must be dismissed promptly and according to schedule in order to enable students and faculty to meet the next classes on time.

TEACHER ABSENCES--It is expected that no faculty member will plan to be absent for an entire week on any activity not directly connected with the work of the College. A teacher who finds it necessary to be absent will file with the Academic Dean a schedule indicating the disposition which will be made of each class during the anticipated absence. This schedule should be approved by the Dean in advance and filed at least one week prior to the absence. In the event of an emergency, the teacher should call the Academic Dean's office, as early as possible, so that some arrangement may be made for each class.

ACADEMIC FREEDOM--We acknowledge and freely grant those who teach at Clarke College freedom to follow their quest for truth and to interpret such evidence as may be proved factual to the students in our institution.

We seek to restrict no one in what he believes. We do reserve the right to employ and support those who seek to build up the concept of life which we believe is vital for Christian democracy. If a teacher comes to hold a point of view so seriously out of harmony with the basic objectives and convictions of our supporting constituency that he resists and criticizes the same, such a teacher will be obligated to secure employment in an institution where he may enjoy his freedom with honor without adversely affecting the welfare of the college.

FACULTY TENURE--Each new appointment to the faculty is temporary until the appointee has served three (3) years. After three years a faculty member has a presumptive permanent tenure and may not be removed without cause. Any appointment will be terminated for grave moral delinquency, incompetency, or insubordination.

RETIREMENT--The normal retirement age for faculty members is sixty-five (65). An individual is normally expected to retire at the end of the school session following his sixty-fifth birthday.

A teacher above sixty-five may be employed according to special need on a year-to-year basis through the school year in which he reaches age seventy (70).

After he reaches age seventy, he may be employed on a part-time basis.

TEACHING LOAD--The normal teaching load is considered to be 15 to 18 hours. The part-time teacher's load is figured on the basis of 15 hours. A teacher teaching 15 hours per week and sponsoring some club or major activity is considered to have a full load. Clubs include Music Club, S.N.E.A.,

Science Club, the Literary Society, and others as needed. Major activities would include the sophomore play, the annual, library responsibility, and others as needed.

Two laboratory hours are equivalent to one teacher credit hour. One clock hour of piano, voice, or ensemble is equivalent to two-thirds of a teacher credit hour.

ADDITIONAL EMPLOYMENT--The attention of the faculty member is called to a statement on page 13 of STANDARDS FOR COLLEGES, Southern Association of Colleges and Schools: "The institution should have suitable policies to protect against the assumption of outside responsibilities by the faculty member which might cause encroachments upon either the quality or quantity of work he is employed to perform by the institution." It is assumed that a faculty member employed on a full-time basis will not accept any outside work which will in any way interfere with his obligation to the College or with the discharge of duties normally expected of him.

HOLIDAYS--Faculty members are not expected to remain on the campus unless they have administrative duties that must be performed. During the year the administrative offices will observe the following holidays:

1. The Thanksgiving weekend
2. One week during the Christmas holidays
3. New Year's Day
4. Saturday of Spring Holidays
5. Independence Day

The "one week" at Christmas may be so staggered that someone will be on duty most of the time.

OFFICE HOURS--The administrative offices will observe the following hours:

8:00 - 12:00 daily (Monday through Saturday)

1:00 - 4:30 Monday through Friday

VACATIONS--Those who are employed on a twelve-months basis are entitled to a two-weeks vacation. Vacation time should be so planned that there will be the least interference with one's work or responsibilities.

INSURANCE AND RETIREMENT BENEFITS--The College provides payroll deduction for Blue Cross-Blue Shield and health and accident insurance with Colonial Life & Accident Insurance Company. The faculty member pays 100% of the cost of this program; however, the fact that the College pays this by means of a payroll deduction causes these rates to be considerably cheaper than the individual faculty member could get on an individual basis. Term life insurance is provided on a 50-50 matching basis with Teacher's Insurance Annuity Association. The teacher pays 50% of the premium and the College pays the other 50%. The College pays what amounts to four percent (4%) of the salary on a retirement plan with the Southern Baptist Annuity Board. The faculty member may match this amount at his option but is not required to do so.

GRADUATION WITH HONORS--The two students who have the highest average and have been here four semesters will be recognized at the time of graduation. In addition, those students who have a quality point average of 2.70, or above, will be designated as graduating with Special Honors.

Those with a quality point average of 2.20 to 2.69, inclusive, are designated as graduating with Honors.

HONOR ROLL--At the close of each semester those students whose quality point average is 3.00 are placed on the President's List and those with an average of 2.30 to 2.99, inclusive, are placed on the Dean's List.

FINANCIAL AID--All work scholarships and student loans are handled by the Business Manager.

SALARY SCHEDULE

The salary structure for 1969-70 sets the base salary for the various levels of academic preparation as follows:

Master's degree*	\$5, 700
Master's degree plus 30 semester hours of graduate work	5, 300
Doctor's degree	5, 900

The formula for increment will be 2% of the base salary for each year of teaching up to seven years, ** as follows:

First year	100% of base salary
Second year	102% of base salary
Third year	104% of base salary
Fourth year	106% of base salary
Fifth year	108% of base salary
Sixth year	110% of base salary
Seventh year	112% of base salary

*For those below the Master's degree, deduct \$300.

**In determining the salary of a new teacher at Clarke, credit will be given for as much as four (4) years of teaching in high school or college.

BUDGET

The budget is prepared and approved usually about three months before the beginning of the fiscal year. Special budget-planning forms are provided by the Business Office. Each faculty member submits his budget request to the Dean. After due consideration and approval the proposed instructional budget items are presented to the Business Manager for inclusion in the proposed budget.

BOOKSTORE AND TEXTBOOK ORDERS

The Bookstore is operated on the lowest possible profit margin. Faculty members, when ordering textbooks, should request a desk copy for themselves. If a faculty member wishes to change textbooks, he should obtain from the Business Office the form "Request for Change of Textbook." This must be properly filled out, including approval of the Dean and the President, then returned to the Business Manager.

COMMITTEES

The ADMISSIONS COMMITTEE is responsible for all matters relating to student admission to the College. This committee processes all forms submitted by the applicants, and, upon receipt of these forms, it evaluates applicants' credentials and notifies applicants when they are accepted for admission. The committee may request that applicants visit the campus for tests and interviews. It seeks to keep admission standards and policies on a high level and to present to the College each term the most desirable group of new students possible, consistent with the fundamental purposes of the College and its best interests.

The committee may waive certain academic qualifications if there is evidence of maturity and other qualifications to compensate for certain deficiencies, and if this is not contradictory to the high standards suggested by the Southern Association of Colleges and Schools.

The ATHLETIC COMMITTEE reviews and approves the coach's recommen-

dation for grants-in-aid which are made available to athletes by the College. It determines eligibility of players for intercollegiate contests and assists in recruiting athletes. It is concerned with the formulation of policy regarding the issuance of passes, the use of athletic facilities for non-college functions, and any program or policy affecting the athletic program of the College. During a chapel period before the end of the spring semester, athletic awards will be made. This committee assists in making plans for these awards.

The CATALOG COMMITTEE secures, arranges, and edits the contents of the catalog. It attempts to secure an acceptable printing bid and works with the printer in the production of the catalog. From time to time the committee reviews ways and means of producing a more attractive and more informative catalog.

The CURRICULUM COMMITTEE will have general oversight of all things related to course offerings. It will continue to study the field of curricula in order to drop outdated courses and to add needed new courses.

The DISCIPLINARY COMMITTEE will handle those problems which are serious enough to be referred to it. Each faculty member should feel responsible for the good conduct of all students. When a faculty member observes misconduct, or hears of such, it would be well for him to handle the situation. If he is not able to handle it at the time, he must feel obligated to report the incident with specific details to the Dean of Women, the Dean of Men, or the Academic Dean so that it may be handled properly.

The FACULTY SOCIAL COMMITTEE plans and promotes social gatherings and functions for faculty members, members of the staff, administrative per-

sonnel, and their families. Fellowship and friendship among faculty members is encouraged.

When sickness, tragedy, or death occurs in the College family, this committee makes visits, sends flowers, or does whatever is appropriate and helpful.

The SCHOLARSHIP COMMITTEE is composed of the Business Manager, the Dean of Women, and the Dean of Men. This committee will consider and make decisions on all applications for academic scholarships.

The LIBRARY COMMITTEE acts in an advisory capacity on allocation of book funds. It assists in the formulation of rules and regulations regarding the use of library materials. It acquaints the faculty and students with the library program. It works with the Librarian and the Academic Dean in the formulation of a proposed annual budget in keeping with the purposes and needs of the College. The committee concerns itself with the improvement of the services and the physical plant.

The STUDENT PERSONNEL COMMITTEE is composed of the Director of Student Personnel Services, the Dean of Men, the Dean of Women, the BSU Director, the coach, and a faculty representative. The President and the Academic Dean are ex-officio members. This committee:

1. Meets regularly each month in staff conference.
2. Is responsible for supervision of the total student personnel program.

3. Functions within the framework of the student personnel program in these areas:

- a. Testing and research,
- b. Guidance and counseling, and
- c. Student activities.

The STUDENT PUBLICATIONS COMMITTEE assumes an advisory role in working with students in publishing the student handbook, monthly school paper, and the college annual. (Faculty member, Business Manager, and Director of Student Personnel)

STUDENT PERSONNEL SERVICES

STUDENT PERSONNEL SERVICES is a program facilitating and supplementing the academic work of the College, fostering the student's adjustment and development in all phases of his life outside the classroom, and contributing to an understanding of his role as a citizen in the campus community.

This program is implemented by the faculty and staff and is coordinated through the Student Personnel Committee. It may be divided into three phases: Testing and Research, Guidance and Counseling, and Student Activities.

TESTING AND RESEARCH--The College requires the ACT and the Otis Quick-Scoring Mental Test for new students. Testing services for achievement, study habits and attitudes, vocational interests, and personality are available upon request and at the discretion of the guidance staff.

1. To help in the administration of tests for placement and counseling at the beginning of the year.
2. To maintain the confidentiality of test results belonging to their advisees.
3. To recognize the utility and limitations of tests and measurements in advising students.
4. To cooperate in the process of institutional research studies and the implementation of findings.

GUIDANCE AND COUNSELING--This vital area of student services presents to the faculty and staff a challenging opportunity for promoting the potentials of students. Total and specialized participation by the faculty and staff is necessary for implementing this service. The teacher-counselor can assist in the program as follows:

1. By establishing a psychological atmosphere in the classroom situation conducive to learning.
2. By advising all students formally assigned for course instruction whether accomplished in the classroom or the faculty office.
3. By advising an assigned group of students during registration week in interpretation of test scores, program planning, course selection, and course scheduling.
4. By offering guidance regarding educational progress throughout the semester to those enrolled for instruction and to those assigned for advising.
5. By referring at any time during the year to the Director of Student

Personnel Services any student in need of special consideration.

STUDENT ACTIVITIES--A properly sponsored and supervised social life is a necessary part of any well-rounded college program. Such a program must have proper chaperonage to prevent possible discredit to those persons attending the activities and to the institution.

Each full-time faculty member is expected to assist. This serves not only to prevent such duties from becoming an onerous burden upon a few persons, but it also provides another opportunity for the faculty and student body to become better acquainted.

Concerning student organization, the faculty advisor shall serve as consultant to the student leadership, attending all executive meetings and activities, and interpreting administrative policy when required. Special problems beyond the experience and control of the advisor should be referred immediately to the Student Personnel Committee.

Concerning student activities, faculty members may serve as proper chaperones. When a faculty member is not available, the organization may select proper chaperones from a list approved by the Student Personnel Committee.

OTHER IMPORTANT THINGS TO KNOW

LATEST DATE A STUDENT MAY:

Register for full load--He must register and meet classes within two weeks after the registration date.

Register for credit--He must register and meet classes within three weeks after the registration date.

Change schedule--This must be done within the first three weeks.

Drop a course and receive "Dr."--This must be done within the first three weeks. (After this the grade will be either "WP" or "WF.")

NO CHANGES OF SCHEDULE will be made without the proper instrument from the Dean's office. Faculty members will receive notices of ALL schedule changes, including withdrawals. There is a charge of \$1.00 if the change is requested by the student.

LATE REGISTRATION FEE of Three Dollars (\$3.00) is charged any late registrant.

WITHDRAWAL FROM SCHOOL--Students withdrawing from school MUST obtain withdrawal slips from the Dean's office and return them properly filled out or they will not be entitled to any refund and they will receive a grade of "F" on each course.

COLLEGE CALENDAR--The Official College Calendar is kept in the Academic Dean's office.

FACULTY CLINIC--Each year prior to the beginning of the fall term, members of the faculty and administration come together for one or two days of conferences and discussion of vital topics and phases of work. Plans and procedures for student orientation, registration and counseling are reviewed.

CLASS RECORD BOOKS will be given out during the second week after registration. Temporary class roll sheets will be used until then. By then the class rolls should be stable, but before placing them in the Class Record Book, the teachers should turn in the Enrolment Cards (brown envelope) for each class and get back the Official Class Roll. The Class Record Book will be returned to the Dean's office at the close of the year. If available space is used up, the teacher may request another book.

SECRETARIAL HELP--The College provides some secretarial help for teachers for their academic work--course outlines, syllabi, test questions, etc. All such material should be channeled through the Assistant Registrar and should be turned in at least two days before it is needed. If the teacher prepares his own stencils or ditto master sheets, the copy may be turned in one day before it is needed. The College is unable to provide secretarial help for private or personal correspondence.

GRADING SYSTEM--Grades are indicated by letters as follows:

A, excellent (94-100), is reserved for work which is definitely superior in quality.

B, good (86-93), is given for work which is consistently good and which manifests sufficient interest, effort, or originality to lift it above average work.

C, average (77-85), is given for average work and shows that basic requirements in class assignments have been met. It is the minimum requirement for graduation.

D, passing (70-76), earns credit but no quality points.

F, failure (69-below), indicates failure and naturally carries no credit.

I, incomplete, may be given to a student who has been providentially hindered from completing work required in the course. It must be removed within thirty (30) days.

Dr., drop, indicates that the course was dropped within two weeks after registration. (This should not appear on the permanent record card.)

WP, withdrawal, passing, indicates the student was passing at the time he withdrew.

WF, withdrawal, failing, indicates the student was failing at the time he withdrew.

Since grades are given for quality of work and not for quantity, faculty members should not agree to give a student outside work or a greater amount in order to enable him to make a better grade.

GRADE REPORTS--Grades are issued to all students at the close of the first and second six weeks, and at the close of the semester. The six weeks grades will be mailed to the parents ONLY if the student is doing unsatisfactory work.

EXEMPTIONS--Graduating sophomores may be exempt from their last examination before graduation in each of those courses in which they have a "B" average.

CLASS ATTENDANCE--Students are expected to attend all classes for which they enroll. Absences are governed as follows:

1. Allowable absences. To cover necessary absences such as for brief sickness or short-term emergencies, a student is allowed, without penalty, absences in any course up to the number of times the course meets per week. Students are warned, however, that these should be held in reserve and used only in an actual necessity.

2. Beyond this allowable number, the semester grade is reduced one point per 50-minute period for each additional absence up to the number of periods the course meets per week. Beyond this additional

number the grade is reduced two points per 50-minute period for each absence.

3. Additional absences beyond the normal allowable number are allowed students who are representing the College in some capacity with the approval of the President or Dean.

4. In the case of emergencies, such as prolonged illness, the student may make a written appeal to a faculty committee that will decide according to the merits of each case.

5. Students are held responsible for all work missed in any class.

6. Three tardy marks count as one absence.

7. Absences incurred immediately before or after a holiday count as double.

8. A student who has absences in any course equal to four times the number of class periods the course meets per week will be dropped from the course. His record will be marked "WP," "WF," or "F," according to the circumstances of his withdrawal.

9. A student who misses a scheduled test or examination and his absence is excused may take an alternate if he obtains a permit from the Dean and pays One Dollar (\$1.00) to the Business Office within one week.

PROBATION AND SUSPENSION--Minimum standards of scholarship are prescribed by the College for determining whether a student is to be continued or discontinued on the basis of his academic attainment.

1. A student will be placed on probation when he accumulates a

quality point shortage of ten (10) to twenty-four (24) points, inclusive. (A quality point shortage means that a student has earned fewer quality points than semester hours attempted. A course repeated does count as additional hours attempted when the student takes it the second time, but it does not count when he takes it the third time.)

2. A student will be subject to suspension when he accumulates a quality point shortage of twenty-five (25) or more points. If suspended, he shall remain out of the College for one semester.

3. A student on academic probation will be required to repeat at least one three-hour course--a course on which he had made a D or an F.

4. A student on academic probation cannot represent the College in any activity.

5. Transfer students will be placed in the position they would have attained had they been enrolled in residence.

6. Any student keeping a car on the campus must have maintained at least a 1.0 quality point ratio during the previous semester.

FACULTY MAIL BOXES--Mail boxes for individual faculty members are located in the office of the Assistant Registrar. Mail will be placed in the boxes daily. Memoranda and notices from administrative officials may be put in the boxes from time to time. Faculty members should check their boxes often.

FACULTY MEETINGS--During the school year the faculty meets regularly on the first Monday of each month at 3:20 P.M. Other meetings

may be called by the President or the Dean, if the need arises. The Dean will preside and a faculty member will be elected from the group to serve as secretary of the faculty.

PHOTOCOPY SERVICE--Photocopies may be made in the Dean's office for a nominal fee. Please do not ask for a copyrighted article to be reproduced.

ANNUAL PICTURES--Early in the year faculty members are requested to get their pictures made so that they will be available for the annual. The teachers' complete cooperation will be appreciated by all concerned.

SUPPLIES, REPAIRS, AND MAINTENANCE--Chalk, erasers, etc., may be obtained in the Business Office. If there is need for repair or maintenance jobs, the teacher should write out his request and hand it to Mrs. Clark in the Classroom Building, Miss Davis in the Library, Mr. McGaugh in the Science Building, Mr. McElroy in the Fine Arts Building, or Mr. Valentine in the Administrative Center.

SUMMER SCHOOL--This consists of two five-week terms, beginning ^{2nd Mon.} ~~the next week~~ after the close of the spring semester. Courses offered depend on the needs of the students. Teachers will be used in accordance with these needs.

FINANCIAL ASSISTANCE FOR GRADUATE STUDY--The College provides financial assistance up to \$150 per year for all faculty members who take additional graduate work and meet the following conditions:

1. At least eight quarter hours or six semester hours must be completed within the year.

2. The work must be graduate level work in their teaching field and must be taken in an approved graduate school.
3. The assistance may be allowed to build up for as much as two years in which case sixteen quarter hours or twelve semester hours would be required.
4. Applications are to be approved by the Dean and the President.

BAPTIST FAITH AND MESSAGE

Since Clarke Memorial College is an institution of the Mississippi Baptist Convention and is supported by the churches of that Convention, which churches are also members of the Southern Baptist Convention, it is deemed appropriate to give a brief digest of The Baptist Faith and Message, approved by the Southern Baptist Convention in annual session in May, 1963, in Kansas City, Missouri.

1. The Holy Bible was written by men divinely inspired and is a record of God's revelation of himself to man.
2. There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe.

God as Father reigns with providential care over his universe, his creatures, and the flow of the stream of human history according to the purposes of his grace. He is all-powerful, all-loving, and all-wise.

Christ is the eternal Son of God. In his incarnation as Jesus Christ, he was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God.

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination he enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness, and of judgment.

3. Man was created by the special act of God, in his own image, and

is the crowning work of his creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race.

4. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by his own blood obtained eternal redemption for the believer.

5. Election is the gracious purpose of God according to which he regenerates, sanctifies, and glorifies sinners.

6. A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ and committed to his teachings.

7. Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death in sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate his second coming.

8. The first day of the week is the Lord's Day. It is a Christian institution for regular observance.

9. The kingdom of God includes both his general sovereignty over the universe and his particular kingship over those men who willfully acknowledge him as King.

10. God, in his own time and in his own way, will bring the world to its appropriate end.

11. It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations.

12. The cause of education in the kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches.

13. God is the source of all blessings, temporal and spiritual; all that we have and are we owe to him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions.

14. Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the kingdom of God.

15. Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society.

16. It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ, they should do all in their power to put an end to war.

17. God alone is Lord of the conscience, and he has left it free from the doctrines and commandments of men which are contrary to his Word or not contained in it. Church and state should be separate.

These seventeen statements are not a creed. They are not infallible nor

complete; nor are they to be used to hamper freedom of thought or investigation in other realms of life. They are a consensus of Baptist opinions at the present time and are statements of religious convictions, drawn from the Bible for the general instruction and guidance of the Baptist people.

Clarke College feels that if the time should come when one of its faculty members greatly differs with these statements, in thought and conviction, he should register his difference with the President and the Academic Dean so that at no point he or the institution would be in conflict with the institution's policy of Academic Freedom.

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